

Section 5.2.2 OPTIONS MENU**TKU Options****Hours Types Tab**

Purpose	This section provides the procedures to add/remove valid hours types for a specific TKU by using the Hours Types tab.
Tab	Hours Types
Reminders	<ol style="list-style-type: none">1. The Hours Types tab is accessed through the <u>O</u>ptions, <u>T</u>KU Options items on the Menu bar.2. The Hours Types tab contains two windows which display the Available Hours Type and Selected Hours Types (<i>for a listing and descriptions of all valid hours types see Section 6.3 - Data Collection, Time tab</i>). The Selected Hours Types window does not display any default hour types.3. The valid hour types chosen for each TKU, display in the dropdown lists during the data collection process. An error will occur during time entry if an hours type is entered that is not included in the dropdown list. Attention should be paid to the types of hours reported by all employees of the TKU. If a bargaining unit or class type prohibits an hours type, it will also not be displayed on the Hours or Hours by Coding Block windows displayed in Data Collection.4. For instructions on how to select a TKU to be defined, see <i>Section 5.2 TKU Options, Overview and Selection</i>.
References	<i>No specific references</i>

Hours Types Tab

The following windows are displayed when the selection criteria is entered and the Hours Types tab is selected. The Available Hours Types Window displays all hours types available in DCDS that may be defined for a TKU. The Selected Hours Types Window displays valid hours types selected for a specific TKU. The steps are described on the following page.

DCDS

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TKU Options

Selection Approval Paths **Hours Types** Notification TA Options

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 Agency: 01 Central Office
 TKU: AL All TKUs







Available Hours Types (1)		Add/Rem	Selected Hours Types (3)	
Hours Type	Description		Hours Type	Description
ADM2	Administrative Shift 2	> (2)	SPCH	Sp Cd "H" St Pol Free Pat
CALL	On Call	>>	SPCP	Spec Pay Code "p" - Haz Pay
CURR	Current Continuous Hours		SPCR	Sp Cd "r" Ins Examrs Prem
ALPB	Hours til A/L probation		SPCT	Spec Pay Cd "t" Inst. Work
JUR3	Jury Duty Shift 3	<	SPCV	Spec Pay Cd "v" St Pol Dem
MIL3	Military Leave Shift 3	<< (4)	SPCX	Spec Pay Cd "x" Other Spec
OVT3	3rd Shift - Non-Holiday Ov		UNCL	Unclassified Hours
REG3	3rd Shift - Straight Time		UN01	Union Activity Shift 1
UN03	Union Activity Shift 3		UN02	Union Activity Shift 2
			ANLV	Annual Leave
			ADM1	Administrative Shift 1

< > New Delete Save Close

Ready (5)

DCDS Input Procedures - Hours Types Tab

Follow the steps below to add/remove valid hours types for a TKU.

Step	Field Name	Action
Add Valid Hours Types		
1	Available Hours Types window	Highlight the valid hours types to be added to the TKU. Note: For a listing and descriptions of all valid hours types see <i>Section 6.3 - Data Collection, Time tab</i> .
2		Click on the  (Add) button located between the Available Hours Types window and the Selected Hours Types window. This moves the highlighted hours types to the Selected Hours Types window. Use the  (Add All) button if all hours types are to be added to the TKU.
Remove Valid Hours Types		
3	Selected Hours Types window	Highlight the hours types to be removed from the TKU being defined.
4		Click on the  (Remove) button located between the Available Hours Types window and the Selected Hours Types window. This removes the hours type from the TKU being defined. If all hours types listed are to be removed, use the  (Remove All) button. This button moves all the hours types listed in the Selected Hours Types window back to the Available Hours Types window.
5	Save button	Click on the Save button located at the bottom of the window (or press Alt + S) to save all the changes made to the TKU.